



8<sup>th</sup> February 2021

## Registration Procedures

### Venue Registration:

The venue needs to be registered by applying for a venue compliance certificate. If the venue has already been registered through a Club associated with the school, then this is sufficient.

### 1. Requirements for venue registration include:

- A minimum of one Compliance Officer **must be at the venue at all times** when training or games take place (this forms part of the venue registration application), so we suggest you register a minimum of two Compliance Officers.
- SSA will issue your pool with a venue permit number.
- Players will get the permit as per point 2 below – this they will use at both their home venue and when playing away games.
- This process takes SSA 7-10 days
- Please complete SSA Form 4 (Venue Standard Operating Procedure); and [https://docs.google.com/document/d/1qLc0X\\_liE5iP0\\_2Gi3FPRm-BrpZ\\_3GXoXnZipZkHjTY/edit?usp=sharing](https://docs.google.com/document/d/1qLc0X_liE5iP0_2Gi3FPRm-BrpZ_3GXoXnZipZkHjTY/edit?usp=sharing)
- Form 5 (Venue Standard Operating Plan) [https://docs.google.com/document/d/1qSFBsdOsynyfsQF1UZKotOG-fTnsGgiDha\\_jSDY3TBE/edit?usp=sharing](https://docs.google.com/document/d/1qSFBsdOsynyfsQF1UZKotOG-fTnsGgiDha_jSDY3TBE/edit?usp=sharing)
- Certificates of compliance for the venue will be emailed to the Compliance Officer's email address.

### 2. Players Permits:

All players must belong to a sporting body and accordingly be registered. They must apply for a permit as follows:



Anton Botha (Chairperson), Julian Vincent (Vice), Brent Wiltshire, Bryan Punt, Kevin Adriaan, Ryan Weideman, Wizz Good, Ali Riley Nielsen (Secretary)

PBO No: 930061488



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**OPTION 1: (Preferred Option)**

- The Club may apply for individual player permits using the following link (permits will be emailed to the email address provided):  
<https://docs.google.com/forms/d/e/1FAIpQLSfDK6FK3jw7ppk4aRf2rBYJTK6DQDmFzS8LxqZdgJhKXhi54A/viewform?>

**OPTION 2:**

- The Club must have a list on Excel of all the players who will be training/playing at their venue.
- Added to this list must be ALL the Referees/ Table/ Coaches / Managers etc - as they must all have permits to be at the pool.
- The list must have the Name, Gender, Date of Birth or Identity Number, Ethnicity, and Contact Information.
- The Club must submit that list to Anton Jordaan at SSA [ssacompliance2020@gmail.com](mailto:ssacompliance2020@gmail.com)
- SSA will then issue a permit for those players and send the spreadsheet back to the Club
- Applying for these type of bulk player permits should be done after the Venue Permit is issued as then SSA can tie the player to a specific Club/Venue.

**3. Matches, Festivals, Tournament Approval Process:**

- The Club must fill in Form 6 (Match/Festival Standard Operating Procedure form; the same one can be used for different dates – just put in the various dates the games will be played)  
<https://docs.google.com/document/d/1ucRjwDILiW9sqdBHTdKt03nUOIMxeUSjbObXZQA3cyY/edit?usp=sharing>
- This Standard Operating Procedure can be used for multiple events (so can have for example Sat 1<sup>st</sup>, 8<sup>th</sup> etc)
- The Club then needs to submit Form 7 (the actual team sheet for the specific game days containing the players involved per game)  
[https://docs.google.com/spreadsheets/d/1wctpGXHT5HgToPE5rm7XG8Ot6\\_UgGUvizgyTrl32YSg/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1wctpGXHT5HgToPE5rm7XG8Ot6_UgGUvizgyTrl32YSg/edit?usp=sharing)
- The team sheets must be match specific- have players, table staff, referees, coaches etc with ALL of their relevant permit numbers.
- For festivals and / or tournaments, Clubs can fill in the names of all players, table staff, referees and coaches all with their relevant permit number, on Form 6 (the match and/ or Festival Standard Operating Plan form and attach the schedule of fixtures).
- If players do not arrive for the game it is not an issue. However, you can NOT have players whose names are not on the list arrive, so rather register too many names.



- This must be sent at least 10 days before the match/event.
- SSA will issue match/festival/tournament Compliance Certificates.

#### 4. Register at the Pool

- An attendance register must be kept at each pool venue and this must be submitted to SSA
- It is suggested that each venue set up a Google Form or QR code so that this can be done electronically which will save time.
- Club Compliance Officer to conduct their own contact tracing in the event of a positive case.
- An email can also be sent to Anton Jordaan at SSA who can assist with tracing if required. [ssacompliance2020@gmail.com](mailto:ssacompliance2020@gmail.com)

Title Sponsor



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Anton Botha (Chairperson), Julian Vincent (Vice), Brent Wiltshire, Bryan Punt, Kevin Adriaan, Ryan Weideman, Wizz Good, Ali Riley Nielsen (Secretary)

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